

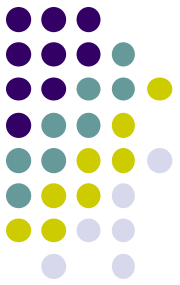
# **City of Lansing**

## **New & Full Worker Training**



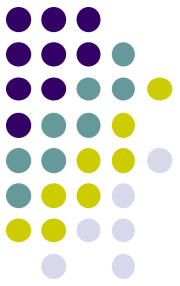
**May 3 2016**  
**School Special Election**

# Welcome



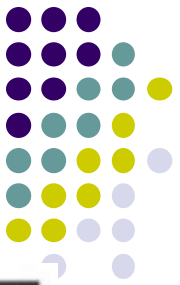
- **Introductions**
  - # estimate number of years working election
  - Position for this election
- **Classroom Rules**
  - Turn phone to vibrate
  - Encourage to ask questions
  - Safe environment to ask questions
  - Leave no one behind
  - Requires participation
  - Sign in and Sign out

# Overview of Full Training



- Resources for You
- What makes this Election Special
- Expectations
- Roles on a Precinct Team
- How to use the Equipment
- Troubleshooting Challenges
- Volunteer Opportunities
- 2016 Election Calendar

# We can't cover everything!



## Resources

- Checklist of Operations
- Detailed PowerPoint
- Web Page just for you
  - <http://www.lansingmi.gov/InspectorTraining>
  - Videos
  - Links to Secretary of State Manual





## City Clerk's Office

About City Clerk Chris Swope

**Elections** ▼

Register to Vote

Polling Locations

Frequently Asked Questions (FAQs)

Other Political Links

Election Results

Extended Hours In-Person Absentee Voting

**Inspector Training**

City Council Meetings

Charter & Ordinances

Passports

Documents Provided

## Inspector Training

**Below are the links to the May 5, 2015 Election Training.** All trainings are held at South Washington Office Complex Elections Unit, 2500 S. Washington. Please check your email or letter to determine which training to register to attend. If you have any questions about election training, please contact Brian Jackson at 517-483-4135 or email [brian.jackson@lansingmi.gov](mailto:brian.jackson@lansingmi.gov).

**E Poll Book Refresher Training** - required for all scheduled E-Poll Book Workers who have prior experience. Limited number of attendees so please schedule

**New E-Poll Book Training** - required of all new poll worker or assigned inspectors who are being trained on E Poll Book. Hands-on training of the opening, closing and operations of E Poll Book Inspector

**New Inspector Training** - required of all new inspectors and new chairs or co-chairs. Everything and more about being part of precinct team

**Overview Training** - optional training for any inspector who wants to refresh on basic operations like AutoMarks, tabulators, and more

**Chair Training** - required of all chairs, co-chairs and superchairs to receive update on election precinct procedures

**For instructions on how to sign up via eventbrite website, please click [here](#).**



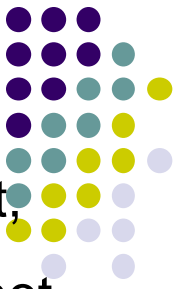
Chris Swope  
City Clerk

### Contact

9th floor of City Hall  
124 W. Michigan Ave.  
Lansing, MI 48933.  
517-483-4131  
[city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov)

HOURS  
Monday through Friday  
8:00 a.m. to 5:00 p.m.

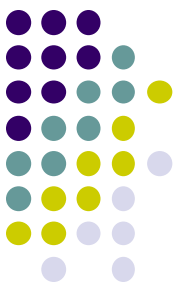
# What is on the ballot? One item



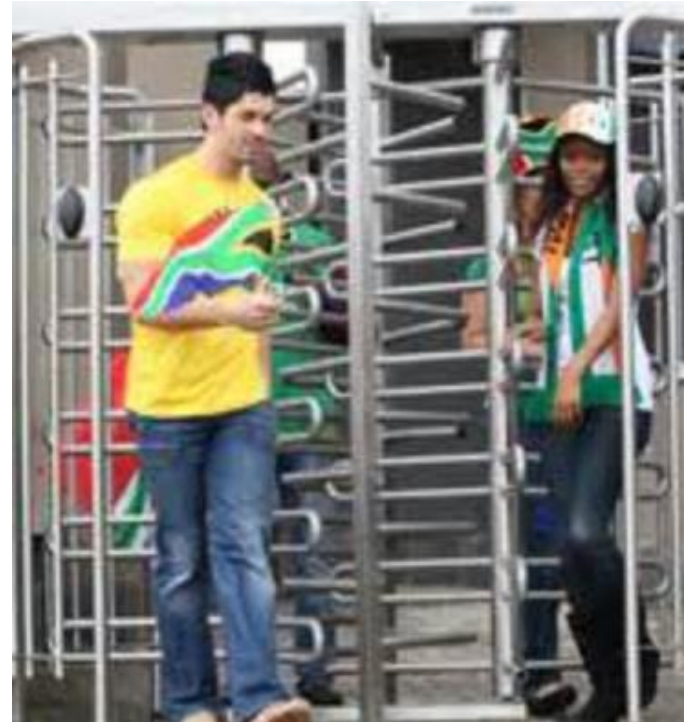
Lansing School District Bond Proposal Shall Lansing School District, Ingham, Eaton and Clinton Counties, Michigan, borrow the sum of not to exceed One Hundred Twenty Million Dollars (\$120,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of: remodeling, furnishing and refurnishing and equipping and re-equipping school buildings, including security improvements and equipment; erecting, furnishing and equipping additions to school buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; erecting, developing, improving, furnishing and equipping athletic facilities and fields; and developing and improving playgrounds, play fields, driveways, parking areas and sites?

# School Bond Proposal

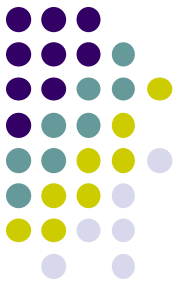
## that is it



- We expect 10 – 15% turnout, similar to November City Election less than President Primary
- Quick turnaround
- What do you think?
- How should we prepare?



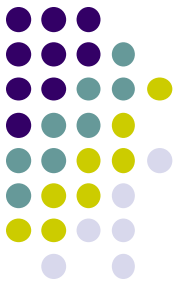
# Redistricting in Dec 2015



## How are voters informed?

- All impacted voters received new voter registration cards.
- Before making changes, Clerk held 6 Public Hearings and sent postcards
- Signs will be posted at closed precincts.
- Information sent to neighborhood groups

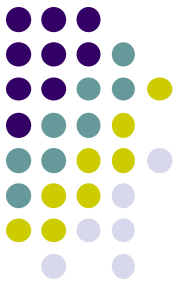
# Professional Expectations of ALL Election Workers



- RESPECT– voters, co-workers, guest and yourself
- Come On-Time & Ready to work schedule until dismissed
- Dress Code – clean, no words on clothes
- Lansing Employee Requirements

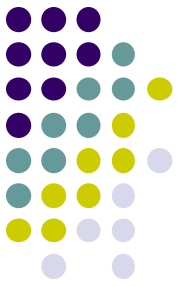


# Professional Expectations of ALL Election Workers



- GR – 1 Employees are required to report on time for work.
- GR – 2 Unexcused absences are prohibited.
- GR – 3 Excessive absenteeism is prohibited.
- GR – 4 Insubordination is prohibited.
- GR – 5 Traffic in and/or the consumption of and/or any one suffering from the immediate or after effects of dangerous drugs or alcohol while at work is prohibited.
- GR – 6 Misappropriation or unauthorized use of City money, property, equipment or supplies is prohibited.
- GR – 7 Gambling on City time or property or during lunch or rest breaks is prohibited.
- GR – 8 Inefficient, careless, inactive or unproductive work is prohibited.
- GR – 9 Falsification of City records is prohibited.
- GR – 10 Fighting, threatening or being disrespectful to other City employees or members of the public is prohibited.
- GR – 11 Unsafe acts that can and/or do endanger the person or property of himself/herself or others is prohibited.
- GR – 12 Improper personal conduct is prohibited.
- GR – 13 Employees are not permitted, under any circumstances, to carry or have their possession weapons, while either on City property or during work hours.

# Election Worker Survey Results



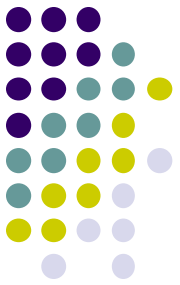
After November 2015 Election Year

- 90% had positive experience working the polls
- 98% work as a team during the day
- 92% Chairperson led precinct very well or well

# Meal Break Policy

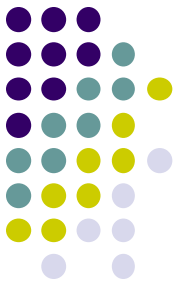
- Coordinated through Chairpersons
- 30 to 45 minutes (unpaid) per 8 hours
- Sign in and Out for meal breaks





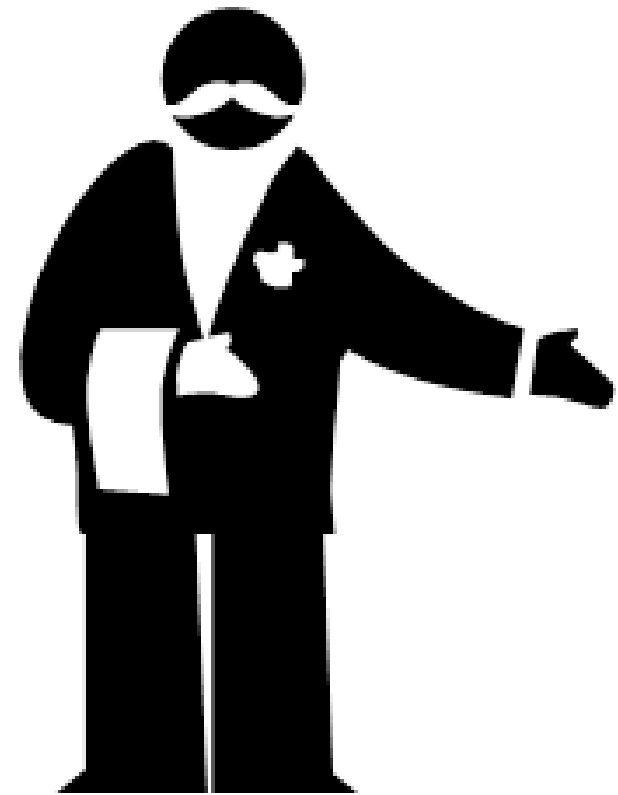
# 6 Roles of a Precinct Team

Type of Inspectors	
Greeter	
Application	
E Poll Book	
Ballot	
Tabulator	
Chair / Co Chair	

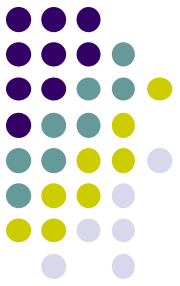


# 6 Roles of a Precinct Team

- Greeter
  - Multi-precinct
  - Make sure people are in right place
- Application Inspector
  - Hand out Application to Vote
  - Ask for ID to be out
  - Show resources

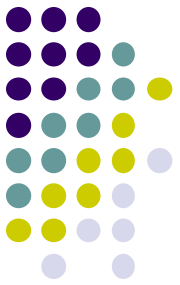


# 6 Roles of a Precinct Team



- E Poll Book Inspector
  - Try to Keep hands on keyboard.
  - Works closely with the ballot inspector

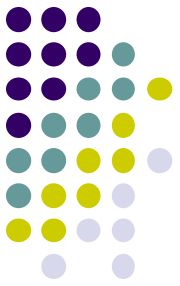




# 6 Roles of a Precinct Team

- Ballot Inspector
  - Initial and write ballot # on Application to Vote
  - Direct voter to booth and to tabulator inspector
  - Accept spoiled ballots



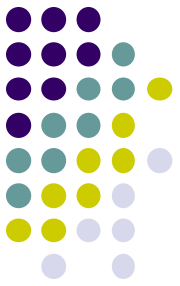


# 6 Roles of a Precinct Team

- Tabulator Inspector
  - Check ballot # & tear off tab
  - Advise voter on how to feed ballot
  - Stay 10ft away, but monitor the machine
  - If error, review script on top of screen



# 6 Roles of a Precinct Team

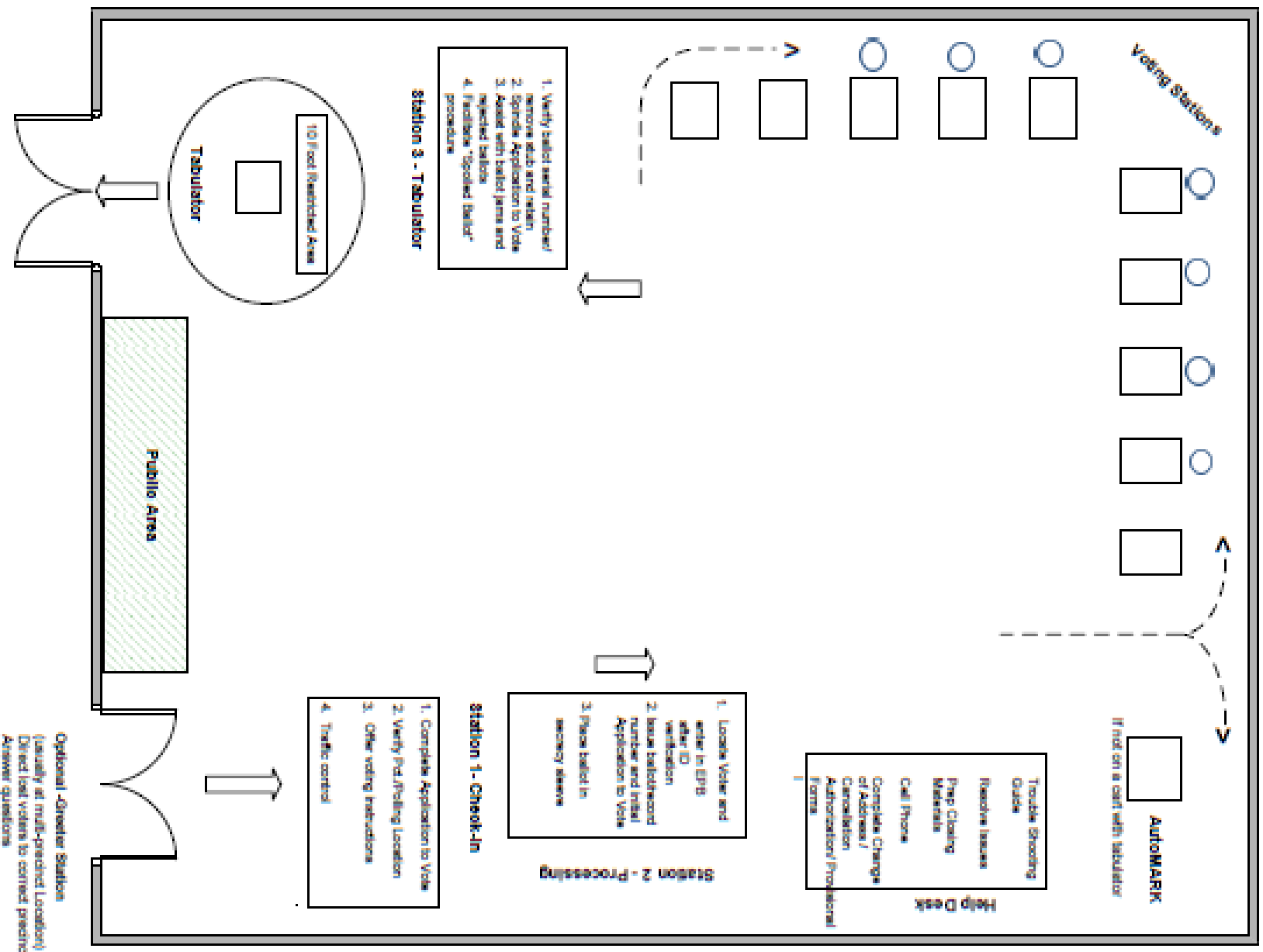
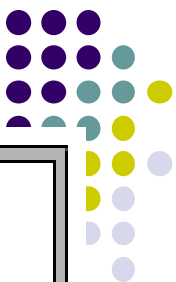


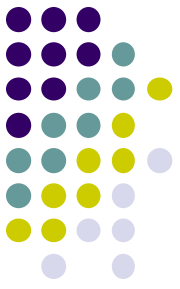
- Chairperson
  - On site supervisor
  - Chair and Co-chair
    - Have very long day & Night
    - Sign off that election is valid
    - Determine break schedule



www.shutterstock.com · 79309792

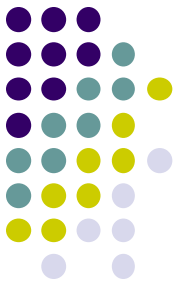
# 6 Roles of a Precinct Team





## 6 Roles of a Precinct Team

- Lets get up and role play!
- Need 5 new people to be election worker
- Need 4 experience people to be voters



# Before the Polls Open

## Checklist of Operations

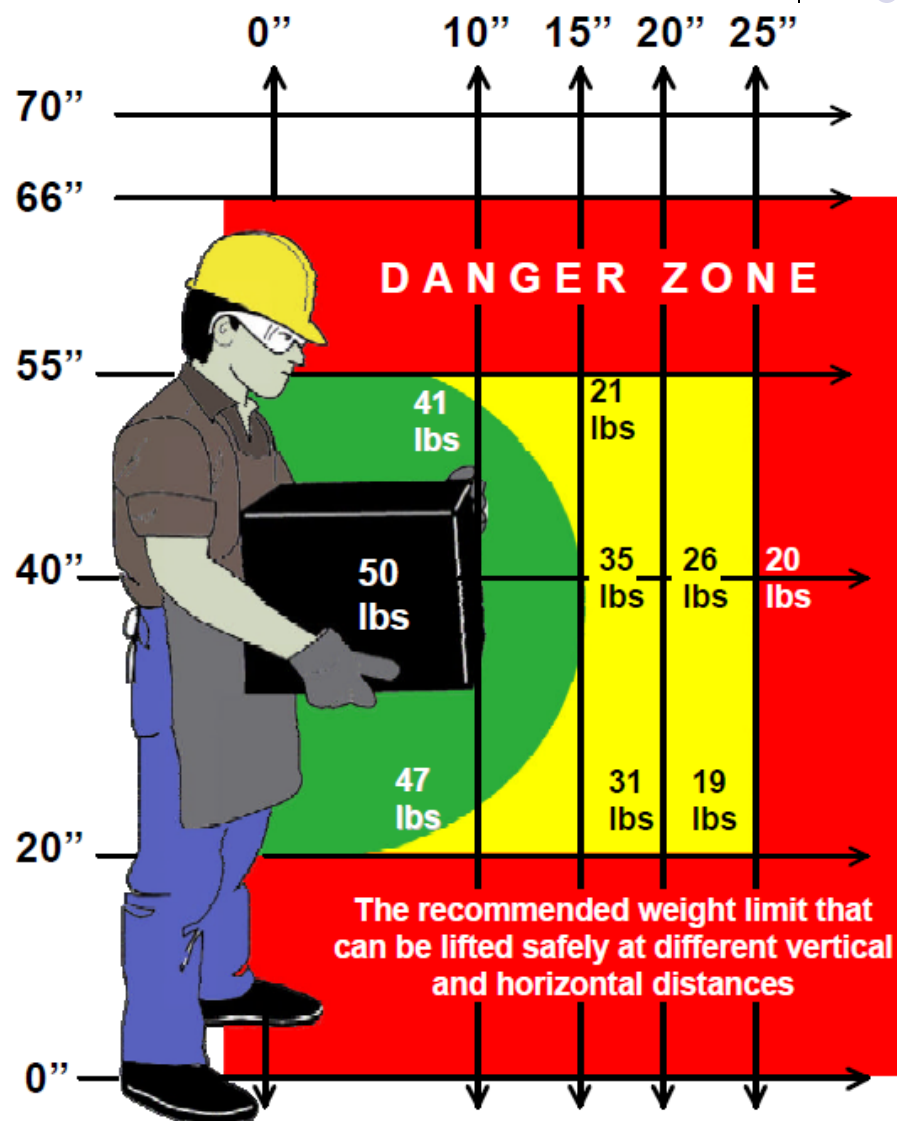
- Review Page 2 -4
  - E Poll Book
  - AutoMARK
  - Tabulator
  - General
- 7am –Chair announces  
“Polls are open”



# Before the Polls Open 6am – 7 am)



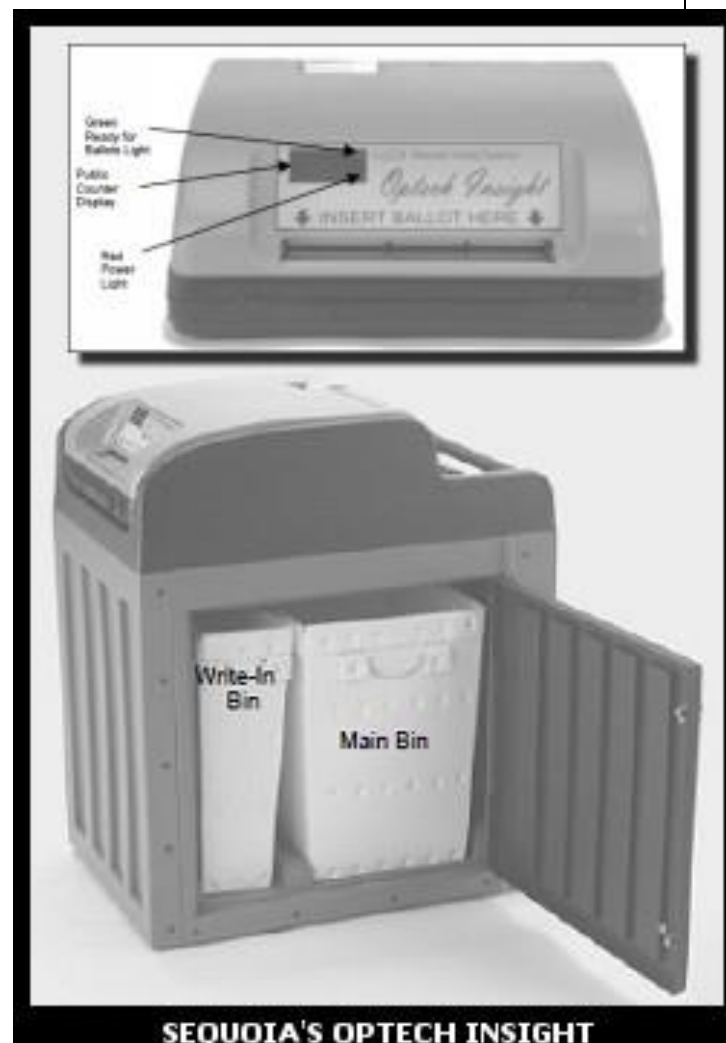
- Avoid Injuries
  - Pushing/Pulling
  - Lifting
  - more

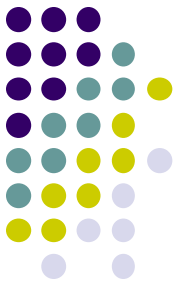


# Before the Polls Open 6am – 7 am)



- Ballot Sleeves will be stored in the Tabulator
- Make sure all bins are empty before locking them up

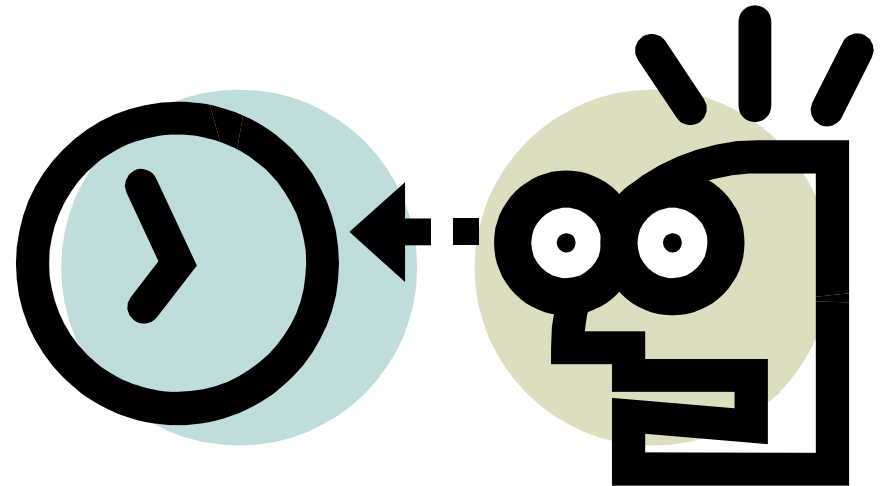


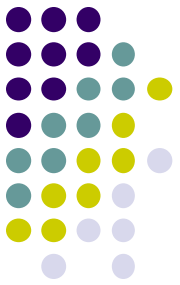


# During the Day pg. 5 – 7pm

## Hourly Check (pg. 5)

1. Check Voting Booths
2. Update Voter Log
3. Rotate Roles when possible
4. Complete Ballot Balance Check





# Ballot Balance Check\*

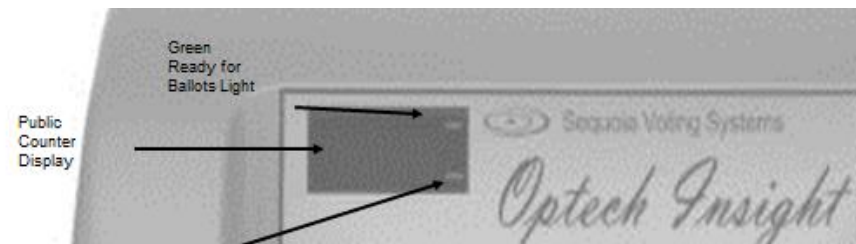
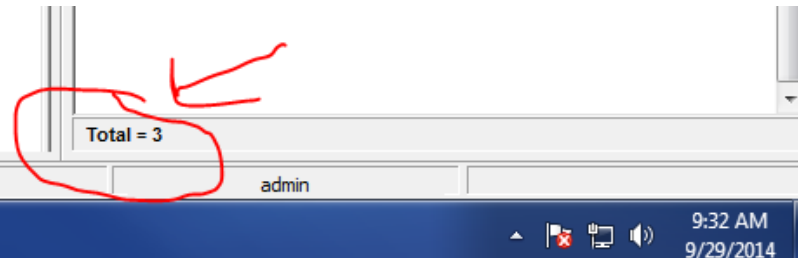
**E Poll Book  
Total Count**



**People Voting**

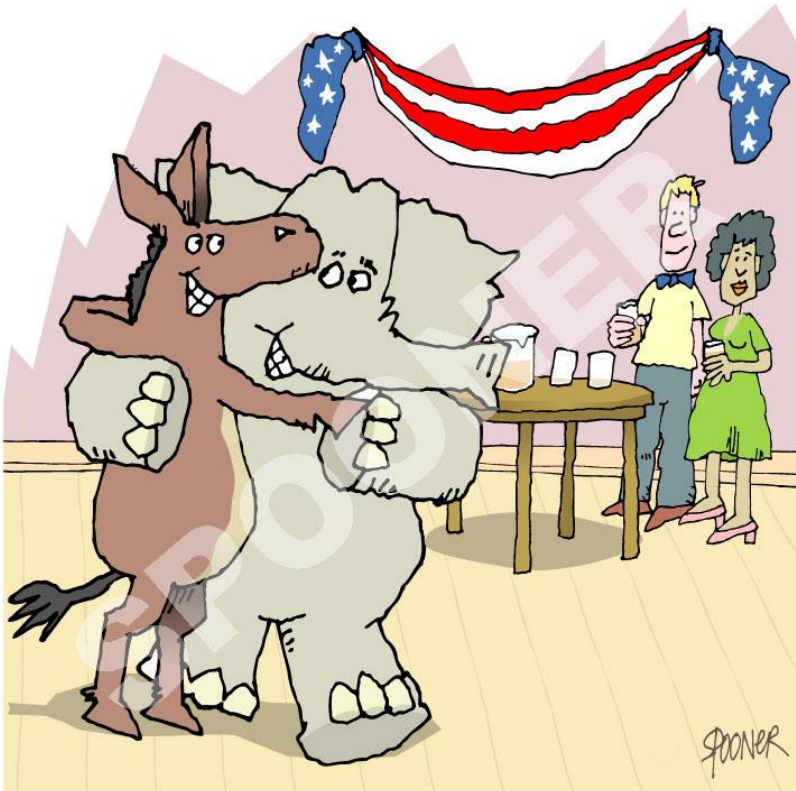
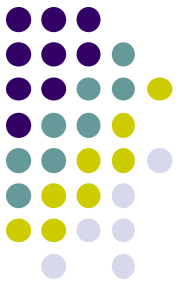


**Tabulator  
Display**



**\* Complete this Check immediately  
whenever there is a Ballot Jam**

# During the Day



## Check and Balances

Must have a R & D involved during the day

- When Tabulator is ever unlocked
- Assisting a Voter with ballot

Source:

[www.joespooner.com/pages/donkyAndElephant.html](http://www.joespooner.com/pages/donkyAndElephant.html)



# Prepare for Closing Time

- Start getting ready to close anytime you get a chance

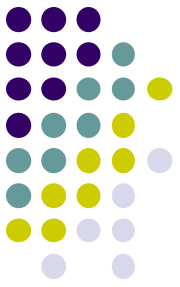
## Suggestions

- Prep labels, ballot bags
- E Poll Book can complete Summary Reports during the day to make sure balance
- Give out assignments to workers

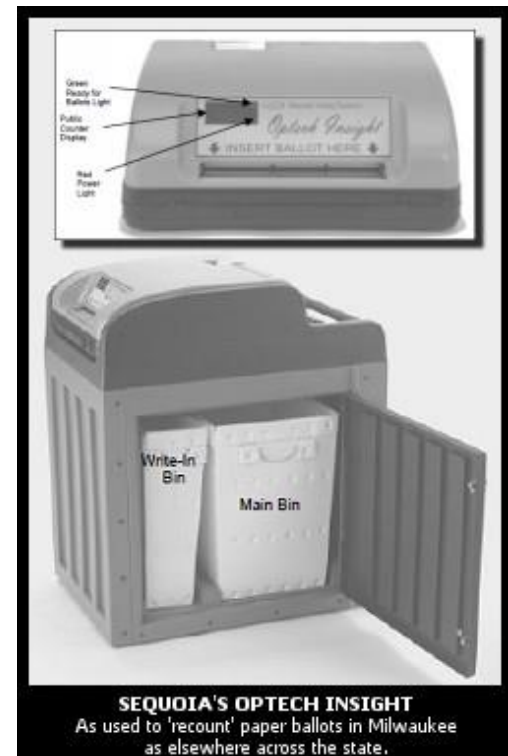


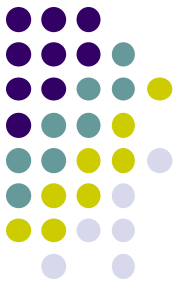
# Closing Procedures– Tabulator

## page 15



- Check All Bins – No Write Ins
- Print Totals & Press “0” – 3 or more times
  - All Inspectors sign 3 copies

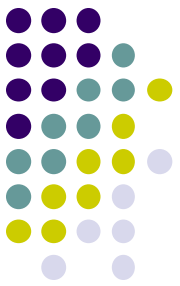




# Closing Time pg. 8 - 14

- Polls do NOT close until everyone in line at 8pm has voted
- Everyone leaves together when dismissed by chairperson
- [How to seal bag video](#)

# Closing Time E Poll Book – page 16



- E Poll Book Summary Report

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
	00000017	00000200	184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J

L. Difference

200

202

0

- 7 Icons in Privacy Zone

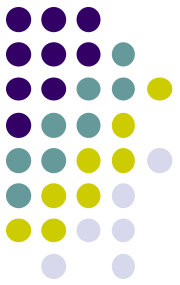
Name

- Activity Log Report
- Ballot Summary
- epb
- epb\_history
- List of Voters
- Remarks



# Closing Procedure

## pg. 13 - 30



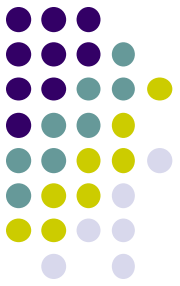
### Common Issues

- Tabulator -
- Payroll
- Ballot Bag Seals
- Items in the wrong location

### Solutions

- Must see results on tape
- Make sure everyone's time is recorded properly. Have them double check
- Step by Step Picture in Troubleshooting Guide
- Review Check of Operations

# Trouble Shooting Guide



## Table of Contents

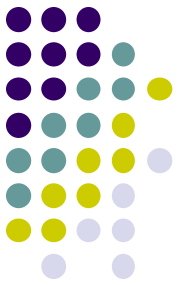
- Facilities
- Emergency
- Voters
- Guest
- End of Day
- Equipment
- Workers

## Located

- Binder will be located in Black Box

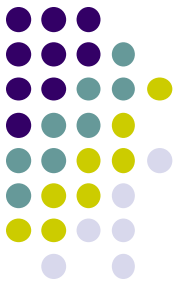


# Equipment Challenges



**TROUBLESHOOTING**  
You are doing it wrong.

# Equipment - Tabulator

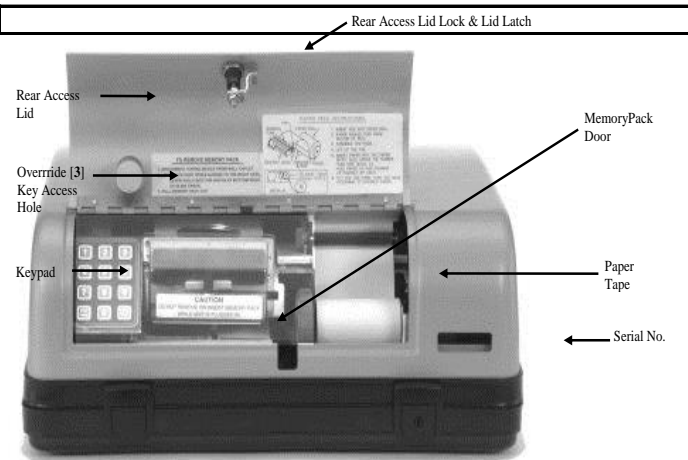


## How to help it make the happy sound

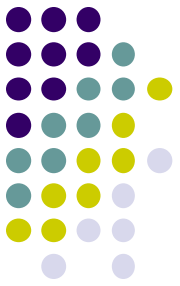
1. Make sure the top of ballot is out enough to grab it
2. Show voter how to push ballot from the side cut
3. Pray and talk nicely to the machine

### REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.



# Equipment - Tabulator

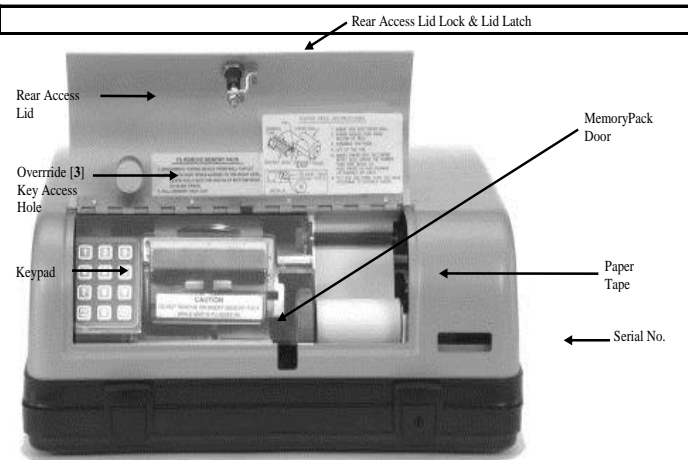


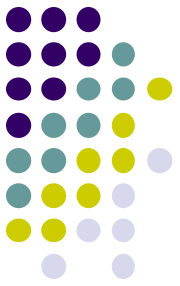
## When the unhappy sound happens

1. Remain 10 feet away from the tabulator while the voter
2. Ask voter to cover ballot it with the secrecy sleeve
3. Come to the machine, Review tape for error message
4. Refer to the “script” taped on top when explaining the reason(s) for rejection to a voter
5. Act according to script or per chair instructions

### REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.





# Three ways to use the AutoMARK

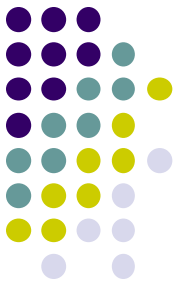
- Touch Screen
- Keypad – Including Braille

Using the audio  
headphone jack on the  
front lower-right panel  
(below the keypad) and  
plug in the headphones.

- Other personal ADA  
Device (sip-puff)



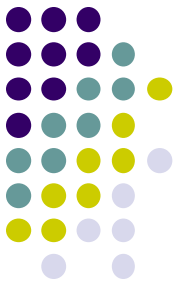
# Using the AutoMARK



- Issue voter a ballot with special secrecy sleeve.
- Detach stub and insert on secrecy sleeve pocket.
- Secrecy sleeve will attach to AutoMARK with Velcro.
- Instruct voter to insert ballot
- Screen will say scanning please wait



# Challenges Voters



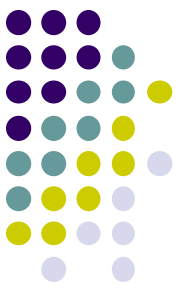
## Common Challenges

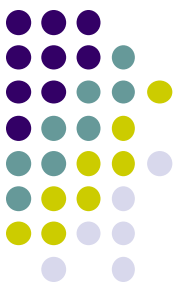
Type of Voters	Resources
Missing Registration	Manual pg. 75 Trouble Shooting Guide Provisional Ballot (last resort)
Voter with a Disability	Automark instructions pg. 47
Voters who have moved	If they moved before March 4 (60 days) <u>out</u> of city, they can NOT vote
Voter who happen to be Homeless/ Poor Economic	Treat with respect, empathy

# Challenges

## Assisting Voters Cast Ballots

- Voter remarks made in E Poll book whenever a voter receives assistance
- Law - two inspectors of different political parties must assist the voter
- a voter who is blind, disabled or unable to read or write may designate a person to assist him or her, but that person may not be their employer or a representative of their union





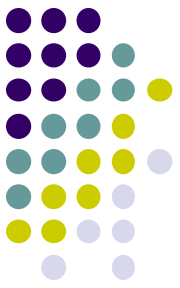
## TIPS FOR INTERACTING WITH INDIVIDUALS WITH DISABILITIES

---

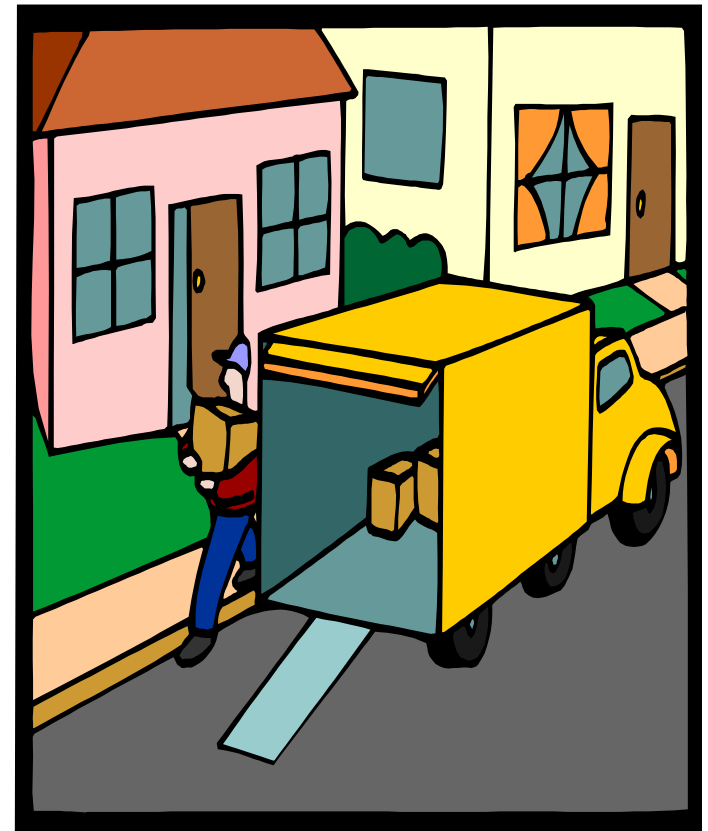
- Always treat anyone with a disability with the same respect that you would extend to everyone else.
- Use words that put the individual first, referring to them as "individual with a disability" or "individual who is deaf." Avoid using words like "handicapped," "retarded," "crippled," "wheelchair bound," or "confined to a wheelchair."

# Challenges

## Voters Who Have Moved

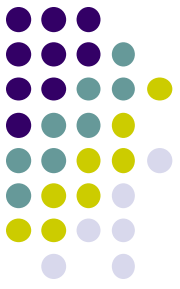


- Move made within the City of Lansing ...
  - Still Can Vote- No deadline
  - Have the voter complete an **Election Day Change of Address Notice**
  - Put the Change of Address Notice in the **Local Clerk Envelope**



# Challenges

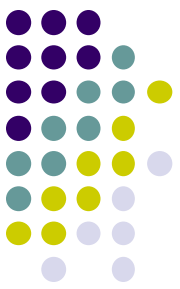
## Voters Who Have Moved



- Voter moved outside the City of Lansing
  - If the move was made less than (60 days) and
  - the voter has not reregistered in their new location
  - have the voter complete a Cancellation Authorization and let them vote “one last time”
    - Place any Cancellation Authorizations in **the Local Clerk envelope**
- If voter moved out of Lansing before \_\_\_\_\_ (60 days), they do not have the right to vote here.

# Challenges

## Spoiled/Defective Ballots

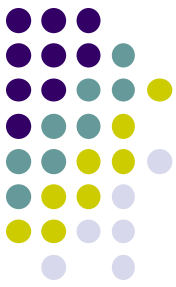


Spoiled Ballot - A voter who spoils his/her ballot may obtain a new one

1. Instruct the voter to return his/her ballot to the secrecy sleeve.
2. Direct them to the Ballot Inspector
3. Ballot Inspector will Draw a line through the first ballot number and record the new ballot number on the Application to Vote
4. remove, stub, Write or stamp “spoiled” on the ballot
5. Place the spoiled ballot in the “SPOILED or DEFECTIVE BALLOTS” envelope
6. E Poll Book Inspector - “Spoil” the first ballot, then proceed with new ballot number
7. Offer magnify sheet or ask if any questions

# Procedure for Issuing a Provisional Ballot If the Voter's Name Is Not on the Registration List

Voter Completes – One Side of Envelope. You Sign.



11

Voter fills out  
this entire form

Voter Signs

Chair or Designee  
Signs

**State of Michigan Provisional Ballot Form  
and Voter Registration Form**

**Attention voter:** If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

**voter affidavit (required)**

I, \_\_\_\_\_, affirm  
that I am a resident of:  
☐ city \_\_\_\_\_  
☐ township \_\_\_\_\_  
at the registration address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear that the above statements are true.

Signature of Elector: \_\_\_\_\_

Signature of Election Inspector: \_\_\_\_\_

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

**registration information (required)**

I registered on: \_\_\_\_\_  
at the location or with the following form below:  
☐ Mail-in registration form  
☐ Secretary of State branch office  
☐ Secretary of State "Renewal by Mail"  
☐ ExpressSOS.com  
☐ Designated voter registration agency  
☐ County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

**qualifications**

Are you a citizen of the United States of America? ☐ yes ☐ no  
Will you be at least 18 years of age on or before election day? ☐ yes ☐ no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID # \_\_\_\_\_

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:  
XXX-XX-\_\_\_\_

☐ I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

**personal information: \*required information**

last name\* \_\_\_\_\_ first\* \_\_\_\_\_ middle \_\_\_\_\_ suffix \_\_\_\_\_  
☐ male ☐ female

address where you live - house number and street/road\* \_\_\_\_\_ Apt/Lot # \_\_\_\_\_

city\* \_\_\_\_\_ PO \_\_\_\_\_ date of birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_

phone \_\_\_\_\_ email \_\_\_\_\_

mailing address (if different than residential address):  
city \_\_\_\_\_ state \_\_\_\_\_ PO \_\_\_\_\_

**signature**

I certify that:  
• I am a citizen of the United States.  
• I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.  
• I will be at least 18 years of age by election day.  
• I authorize the cancellation of any previous registration.

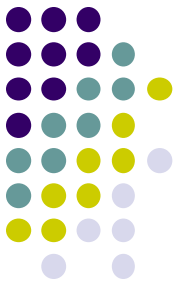
The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X \_\_\_\_\_  
signature \_\_\_\_\_ date \_\_\_\_\_

Voter Signs

11

# Procedure for Issuing a Provisional Ballot If the Voter's Name Is Not on the Registration List



## Back Side To Do List

1. Complete Checklist

2. Follow Instructions  
with Supplies in  
**Chairperson  
Binder**

**election inspector review checklist**

**STOP** Review the information provided by the voter for completeness. Verify the voter:

- ☐ completed the affidavit & voter registration form on the back of this envelope
- ☐ is in the correct precinct or refuses to go to the correct precinct
- ☐ registered prior to the close of registration

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? ☐ Yes ☐ No

2. Did the voter provide an approved photo ID? ☐ Yes ☐ No  
If so, indicate the allowable type & enter the number or description:  
☐ MI Driver's License or PID ☐ Other federal, state, or tribal government issued photo ID ☐ Student photo ID issued by a university, college, or high school

3. Did the voter confirm his or her address with the ID listed above in #2? ☐ Yes ☐ No  
If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe: \_\_\_\_\_

4. Were all answers above Yes? ☐ Yes ☐ No

**For Clerk's Use Only:**

☐ Not Counted: Reason

- ☐ Original Application Rejected
- ☐ Registration After Deadline
- ☐ Cancelled
- ☐ Unreadable/Incomplete
- ☐ No ID Provided w/in 6 days
- ☐ No Residency Confirmation w/in 6 days
- ☐ Voted out of Precinct

Comments: \_\_\_\_\_

**election inspector - issuing a ballot - determining the correct type**

If you answered YES to Question 4, issue an Affidavit ballot:

- ☐ Prepare the ballot as "challenged" by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- ☐ Give voter the Notice to Voter
- ☐ The voter votes and puts their ballot in the tabulator
- ☐ Place this empty envelope in the Provisional Ballot Storage Envelope

If you answered NO to Question 4, issue an Envelope ballot:

- ☐ Prepare the ballot as "challenged" by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- ☐ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be tabulated today and must be returned to an election inspector
- ☐ Give voter the Notice to Voter
- ☐ Allow voter to vote
- ☐ Seal the ballot inside this envelope
- ☐ Place this envelope in the Provisional Ballot Storage Envelope

**election inspector record**

Issued: Affidavit ballot ☐ OR Envelope ballot ☐ Voter # \_\_\_\_\_

Initials of inspector sealing this envelope (if ballot enclosed) \_\_\_\_\_

**other envelope ballot reasons - affidavit and voter registration form NOT required**

Voter Name \_\_\_\_\_ Voter # \_\_\_\_\_

- ☐ elector subject to federal ID requirement unable to produce an acceptable form of ID
- ☐ elector produced photo ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the photo ID

**Counted: Reason**

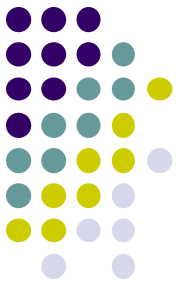
- ☐ Reactivated
- ☐ Registered
- ☐ Provided ID
- ☐ Residency Confirmed

**Action**

- ☐ Registered
- ☐ Notice sent on \_\_\_\_\_

Initials of processor: \_\_\_\_\_

# Exposed Ballots



- If a voter deliberately shows any person in the polling place how he or she has voted, the ballot is void and must be rejected; the voter is not permitted to vote  
*(Exception, a minor child may accompany the voter to the voting booth)*
- Mark the ballot “REJECTED FOR EXPOSURE”
- Mark Voter as “REJECTED FOR EXPOSURE” in EPB
- Place the rejected ballot into the special envelope labeled “REJECTED FOR EXPOSURE”

# Challenges -Guest Campaigning near Polls

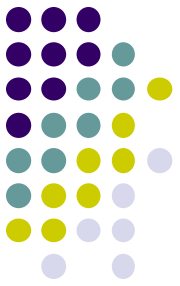


- Campaigning must be at least 100 feet from any entrance to the building being used by voters
- Inspectors should ask voters to remove campaign buttons, and conceal literature or clothing bearing campaign information



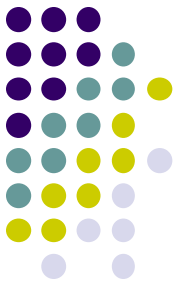
# Challenges -Guests

## Campaigning near Polls



- Vehicles bearing campaign information may park within 100 feet **only** while the driver and passengers are voting
- Repeated violations of illegal campaigning should be reported to the Clerk or local law enforcement
- Periodically check the precinct grounds for campaign materials and remove

# Poll Watchers

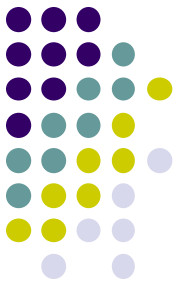


- Anyone can be a Poll Watcher
- Poll Watchers do **not** have the right to:
  - challenge a person's voting rights or the actions of inspectors
  - enter the voting area or examine the equipment, forms and records without the permission of the precinct chair



# End of the Night Procedures

## If Ballots Don't Balance



If the Ballot Summary Report Line J does not balance as expected and the Chair and Co-Chair do not know why\*, then:

### E Poll Book Check

1) Review E Poll Book End of Day Guide

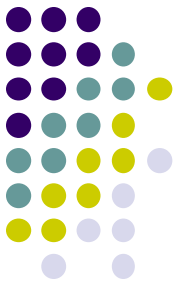
Make sure all lines of the Ballot Summary are completed, especially Line A which should not have been altered without Clerk's Office approval

2) Review *E Poll Book List of Voters Report* to look for skipped ballot numbers

**Note:** using the Tab key will move the cursor through all of the required fields starting at Line D

See Trouble Shooting Guide End of Day

# If Ballots Don't Balance Con't



## Tabulator Check

Check all 3 bins of the tabulator again to collect all ballots

- Count all tabulated ballots by hand in groups of 25
- If the total number of ballots does **NOT** equal tabulator count, then tabulator needs to be reset and the ballots need to be re-fed.

**Notify Superchair and Clerk's Office immediately to request tabulator reset.**

# If Ballots Don't Balance Con't



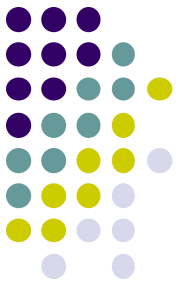
- **Applications to Vote Check**
- In order by voter number, stack applications to vote in groups of 25
  - If the Applications to Vote count does NOT equal tabulator count or the E poll book count, then review *E Poll Book List of Voters Report* to look for skipped ballot numbers

## **Note:**

Please “make a remark” in E Poll Book of any or all of these procedures were completed.

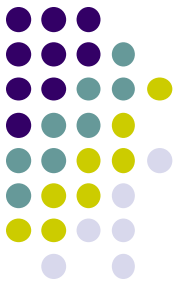
Once all of these and all other closing steps are completed, then the precinct team can be dismissed.

# Volunteer Opportunities



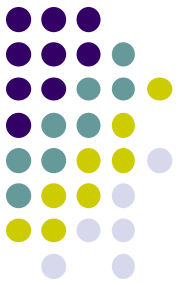
- #BeReady2Vote
  - Voter Registration Drive Specialist
  - Children Presentations – Mock Election
    - Sparty vs Big Lug
- Office Volunteers
  - City Hall – filing, prep mailing
  - SWOC – election prep/takedown





# Elections in 2016 & 2017

- Save the Date – Upcoming Elections
  - August 2, 2016
  - November 8, 2016
  - May 2, 2017 (Potential)
  - August 8, 2017 (Confirm)
  - November 7, 2017 (Confirm)



# **CONCLUSION**

**Thank you for your  
continued dedication and  
excellence in the conduct of  
City of Lansing Elections.**

**Remember to make each  
voter's experience a positive  
one, and have fun on  
Election Day!**